



MANUAL GUIDE: Safety Management, CDC-36

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CDC HEALTH, SAFETY AND ENVIRONMENTAL POLICY

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I. PURPOSE AND SCOPE

This guide establishes the Centers for Disease Control and Prevention (CDC)¹ policy for the Health, Safety and Environmental (HSE) Program.

This policy applies to all CDC personnel including employees, on-site contractors, and visitors in all CDC owned and leased facilities and, as appropriate, to deployed CDC personnel.

II. GOAL

The goal of this policy is to: promote and protect the health and well being of CDC personnel, contractors, and visitors; prevent work-related injury and illness; prevent harm to and pollution of the environment and communities adjacent to CDC facilities; and, assure compliance with all applicable Federal, State, and local regulations. This is an on-going, high priority CDC goal. This policy was developed to provide a clear statement of CDC management's commitment to implement and continually improve a comprehensive and effective health, safety and environmental protection program to achieve this goal.

III. DEFINITIONS AND ACRONYMS

A. CC/CIO - Coordinating Centers and Centers, Institute, and Offices.

B. COOP - Continuity of Operations Plan.

C. Deployed personnel - any CDC personnel on long-term assignment or detail or on temporary duty (TDY) that results in work at facilities/sites not owned or leased by CDC.

D. Employee - Any person who is employed by a U.S. Government (USG) agency at CDC. This includes both civil servants and commissioned officers.

E. Green Procurement - U.S. Government procurement practices that reduce negative impacts on human health and the environment.

¹ References to CDC also apply to the Agency for Toxic Substances and Disease Registry (ATSDR)



F. HHS - Department of Health and Human Services

G. Host/Sponsor/Mentor - CDC employees who are responsible for both long-term and short-term visitors to CDC.

H. IEMP - Integrated Emergency Management Plan.

I. MSDS - Material Safety Data Sheets.

J. OHS - CDC Office of Health and Safety.

K. OSHA - U.S. Department of Labor: Occupational Safety and Health Administration.

L. On-Site Contractor - Any person who is working at CDC facilities as the result of a government contract.

M. Visitor, Long-term - Non-CDC employees such as stipendiary and non-stipendiary fellows and trainees, who are at CDC for significant amounts of time, usually 30 days or longer.

N. Visitor, Short-term - Persons visiting CDC for brief periods of time, usually a few hours or a few days; in some cases a few weeks.

IV. POLICY

The protection and enhancement of the health and safety of CDC personnel and the environment is an integral part of all CDC operations and shall be considered in all CDC activities. Both management and employees are involved in planning, developing, implementing, and continuously improving a comprehensive HSE program that meets or exceeds all applicable Federal, State, and local laws and regulations; Executive Orders; HHS and CDC policies. The program includes all aspects of worker health, safety and environmental protection, with a strong health promotion emphasis.

A. The CDC HSE program is managed in accordance with management principles and practices exemplified by the Environmental Protection Agency's Environmental Management System recommendations (based on International Organization for Standardization standard 14001) and by Occupational Safety & Health Administration's Safety and Health Management Guidelines and its Voluntary Protection Program (VPP).

B. Consistent with CDC's programmatic priorities, the hierarchy of strategies for dealing with identified hazards and their associated risks are:

1. Prevention – eliminating or reducing hazards.
2. Control – controlling hazards through engineering, work practice, administrative controls or through the use of personal protective equipment.

C. Implementing guidance and procedures are described in detail, or referenced, in the CDC HSE Manual² developed and maintained by OHS. Supplemental materials such as standard operating procedures are produced by OHS and CC/CIO, as appropriate.

² See the CDC HSE Manual (latest version) for a complete listing of applicable laws, regulations, executive orders and government-wide and HHS HSE policies.

D. The [CDC HSE Manual](#) is developed and maintained by OHS consistent with the CDC Policy Management policy as follows:

1. All substantive changes to the manual, as defined in the CDC Policy Management policy, must be made in accordance with the formal procedure described in the CDC HSE Manual including: review by an appropriate HSE committee; approval by a designated OHS official; and, notification of the CDC Policy Officer.
2. Non-substantive changes in the HSE Manual, as defined in the CDC Policy Management policy, will be made in accordance with the formal procedure described in the CDC HSE Manual. The official version of the CDC HSE Manual resides on the OHS intranet site.

E. All employees, contractors, and long-term visitors must be familiar with and comply with the requirements of this policy, the guidance and procedures contained in the CDC HSE Manual, and the supplemental policies and procedures of their CC/CIOs, as appropriate.

F. Consistent with OSHA's federal agency general duty clause, potential hazards associated with health, safety and environmental issues not explicitly regulated under current laws will be assessed and eliminated, controlled, or mitigated in the same manner as regulated issues. For example, recommendations contained in *Biosafety in Microbiological and Biomedical Laboratories*, as adapted in the HSE Manual, will be followed in CDC's microbiological programs in the same manner as the provisions of OSHA's Bloodborne Pathogens standard.

G. Consistent with existing CDC and HHS Departmental policies, mechanisms are in place to address inappropriate behavior that puts employees, visitors, contractors, and CDC at increased or unacceptable risk:

1. CDC employees who do not comply with HSE requirements will be subject to disciplinary actions up to and including dismissal for serious violations or flagrant disregard of HSE requirements.
2. Visitors who do not comply with HSE requirements can be denied further access to CDC facilities.
3. Contractors not in compliance with HSE requirements may suffer penalties, and if the violation is serious, contract cancellation.

V. RESPONSIBILITIES

A. Director, CDC

1. Establishes goals, general policies, organizational responsibilities, and priorities, and provides general oversight for CDC's HSE program.
2. Formally reviews, at least annually, the status and performance of CDC's HSE program and progress in achieving stated goals, objectives and targets.
3. Ensures that CDC's budget submissions include appropriate financial and other resources to effectively implement and administer the HSE program.
4. Ensures all exceptions and non-conformances identified by regulation, internal audits, surveys, and inspections are appropriately addressed.



5. Ensures cooperation and coordination among all CDC organizational elements in support of CDC's HSE goals and objectives.

6. Designates a senior CDC manager and the Director, OHS to assist the Director, CDC in carrying out these responsibilities. The senior manager also provides oversight of OHS by conducting periodic evaluations of its programs and overall performance. The CDC/ATSDR Occupational Health and Safety Committee also provide oversight of OHS. The designated senior manager is responsible for convening the CDC HSE Board to review annually the status of the HSE Program at CDC. This board is composed of the Executive Leadership Team and the Management Council. The CDC Director or the senior manager will act as the chair of this board.

B. Office of Health and Safety (OHS)

1. Develops, maintains and operates a comprehensive HSE program that meets or exceeds all applicable HSE regulatory requirements, and includes a well-developed HSE management system with an emphasis on systems approaches and automation.

2. Conducts planning, requests resources, implements, and evaluates the HSE program including, but not limited to, assigning sufficient personnel to implement and administer the program at all levels.

3. Sets annual targets for achieving HSE program goals and objectives and formally reviews, at least annually, progress in achieving them.

4. Provides leadership and oversight for all CDC HSE activities at all locations, including those activities that are operate decentralized or those that are performed through contracts.

5. Establishes and supports a comprehensive HSE committee system to ensure the active participation of CC/CIO managers and personnel in the development, implementation, and evaluation of the CDC HSE program. A system of HSE committees maintains open communication between employees and management on HSE issues, and offers an opportunity for employees to use their knowledge of workplace operations to assist management in improving policies, conditions, and practices. OHS maintains a web site describing CDC's safety committees.

6. Provides HSE direct support, assistance, services, and expert advice and counsel to all CC/CIOs including, but not limited to training, emergency preparedness and response, occupational health services, and surveys and audits.

7. Brings to the attention of responsible supervisors and managers for corrective action, any HSE deficiencies or non-conformances observed during OHS audits, surveys, inspections and day-to-day operations. If corrective action is not taken in a timely fashion, or cannot be taken because of authority or resource issues, OHS must refer the issue to appropriate officials for action.

8. Develops and maintains the CDC HSE Manual consistent with the CDC Policy Management policy as described under the POLICY section of this document.

9. Ensures appropriate participation of and coordination with recognized employee representatives on HSE issues, and assures compliance with applicable provisions of current labor agreements.

10. Serves as a national and international resource to the public and public health community for HSE issues, particularly laboratory safety.



C. CC/CIO Directors

1. Cooperate fully with the Office of Health and Safety in developing and operating CDC's HSE Program including compliance with all regulatory requirements and CDC policy requirements.
2. Establish CC/CIO goals, general policies, organizational responsibilities, and priorities, consistent with the CDC HSE program. Provide general oversight and support for CC/CIO HSE activities.
3. Formally review, at least annually, the status and performance of CC/CIO HSE activities and progress in achieving stated goals, objectives and targets.
4. Ensure adequate resources are allocated to carry out CC/CIO HSE responsibilities.
5. Include evaluation of subordinates support for HSE in performance reviews.
6. Ensure that CC/CIO managers and supervisors assign sufficient CC/CIO personnel to carry out necessary HSE duties, document the assignments in position descriptions (with a collateral duty statement) and performance work plans (collateral duties may be rated as non-critical performance elements), and assure that they are given adequate time (up to 10% of duty hours) to do so. Such assignments will last a minimum of one year, unless mitigating circumstances are present. Assignments include CC/CIO safety officers, HSE committee members, building evacuation leaders, floor coordinators, monitors, and evacuation assistants.
7. Ensure all exceptions and non-conformances identified by regulatory or internal audits, surveys, and inspections are appropriately addressed.
8. Ensure cooperation and coordination among all CC/CIO organizational elements in support of CDC's HSE goals and objectives.
9. Designate a senior CC/CIO manager to oversee CC/CIO HSE activities.
10. Ensure establishment of a principal HSE committee within the CC/CIO.
11. Serve as members of the CDC HSE Board.

D. Managers and Supervisors

1. Must be familiar with this policy, adhere to its provisions, and integrate CDC HSE program requirements into their work processes and planning.
2. Ensure active communication concerning the HSE program with workers, visitors, and higher level management.
3. Ensure that all new workers, long-term visitors, and on-site contractors within their areas of responsibility are adequately trained, oriented, and have required medical clearances and personal protective equipment before beginning work.
4. Participate in HSE training at least annually.
5. Ensure, within their area of responsibility, compliance with all applicable HSE regulations, policies, permits, and procedures.



6. Ensure an appropriate structure is in place (designated safety officers, HSE committees, etc.) to carry out HSE responsibilities.
7. Cooperate fully with the OHS in developing and operating CDC's HSE Program, including participation and cooperation in audits, surveys, and inspections.
8. Include evaluation of subordinates support for HSE in performance reviews.
9. Assign sufficient CC/CIO personnel to carry out necessary HSE duties, document the assignments in position descriptions (with a collateral duty statement) and performance work plans (collateral duties may be rated as non-critical performance elements), and assure that such employees are given adequate time (up to 10% of duty hours) to do so. Such assignments will last a minimum of one year, unless mitigating circumstances are present. Assignments include CC/CIO safety officers, HSE committee members, building evacuation leaders, floor coordinators, monitors, and evacuation assistants.
10. Ensure appropriate, timely actions are taken to correct non-conformances found during audits, surveys and inspections, or as otherwise identified. If correction is beyond the scope of a manager's authority or resources, he/she will raise the issue through the management chain.
11. Encourage participation of employees in HSE committees and related activities.
12. Ensure that employees are encouraged to make general and specific suggestions to improve CDC's HSE program and that all suggestions and complaints receive serious consideration without fear of reprisal.
13. Allow employees to halt work they believe presents a serious health, safety, or environmental risk until their concern can be thoroughly considered by appropriate management and HSE officials.
14. Ensure that all employees receive appropriate preparation and formal safety, health, and environmental training, and on-the-job health, safety, and environmental training specific to their assignments including routine and emergency deployments.
15. Ensure that non-employees receive HSE training and comply with CDC HSE requirements.
16. Ensure that general HSE policies and procedures are supplemented by any additional information specific to each worksite, including warning signs, MSDS, etc.
17. Report all work-related injuries, illnesses, and near miss incidents and events to OHS. Reports should be made by the most expeditious means available with CDC/ATSDR Form 0.304, Incident Report being provided as soon as possible.
18. Ensure that employee evaluations include required and other appropriate HSE elements.

E. Employees

1. Must be familiar with this policy and adhere to its provisions.
2. Participate in HSE training at least annually.
3. Comply fully with all applicable HSE regulations, policies and procedures.



4. Take any required immunizations (unless exempted by the clinic) and prophylactics, and use all assigned personal protective equipment in accordance with the training and instructions provided for routine work and for all anticipated routine and emergency deployments.
5. Report, to appropriate CDC authorities (supervisors, managers, OHS), any conditions that are perceived to be a threat to safety, health or the environment.
6. Cooperate fully during HSE audits, surveys, and inspections.
7. Participate fully in assigned HSE duties including committees and building evacuation teams.
8. Report all work-related injuries, illnesses, and near misses to the assigned supervisor.
9. Visit the occupational health care provider that serves their facility to have all injuries and work-related illnesses evaluated.
10. Read and follow guidelines in MSDS when handling chemicals and materials.

F. Contractors

Must follow all applicable HSE Federal, State and local laws and regulations and comply with all CDC HSE policies and procedures.

G. Project Officers

Project officers are responsible for monitoring HSE compliance within the scope of their projects.

H. Visitors, long- and short-term

1. Comply with all applicable CDC HSE policies, guidance and procedures.
2. Report all work-related injuries, illnesses, and near misses to their CDC hosts/sponsors/mentors.

I. CDC Health, Safety, and Environmental Committees

1. Policy/Oversight (e.g., CDC/ATSDR Occupational Safety and Health Committee), function-based (e.g., Radiation Safety Committee) and facility/organization-based (e.g. NCID Safety Committee) safety committees must be created and maintained to recommend and review policies, provide oversight, provide advice and counsel for CDC management, CC/CIO management, and OHS, and to serve as a principal means of employee involvement and a means of communication between all organizational levels with regard to CDC's HSE program.
2. All committees must have a written charter, meet at regular intervals, and maintain minutes of all official meetings.
3. Committees must include, as appropriate, participation by employees including representation required by union/management agreements.

J. Facilities Planning and Management Office

1. Coordinate with OHS on all aspects of facility design, construction, and maintenance to assure that facilities are designed, built, renovated, and maintained consistent with CDC's HSE policies and



goals and objectives, as well as applicable Federal and State regulatory requirements and codes, using the most appropriate available technologies and products.

2. Ensure that facility-related HSE considerations are fully addressed in all operations and contracts supporting owned and leased facilities.
3. Cooperate with OHS in preparing documents and reports for regulatory compliance.

K. Office of Security and Emergency Preparedness

1. Coordinate with OHS on all aspects of security to assure consideration and support of HSE goals and objectives, and to minimize any negative impact of security measures on HSE procedures.
2. Coordinate with OHS on emergency response operations within CDC facilities, including development and implementation of CDC's IEMP and COOP.

L. Atlanta Human Resources Center

1. Cooperate with OHS to develop and incorporate appropriate HSE requirements in recruitment processes, position descriptions, work plans, requirements for immunizations, medical surveillance activities, and guidance on personal protective equipment, and in safety training.
2. Cooperate with OHS in preparing documents and reports for regulatory compliance.

M. CDC Corporate University

Cooperate with OHS in developing, delivering and evaluating the effectiveness of HSE training, in maintaining comprehensive records of training received, and in preparing reports required for regulatory compliance and HSE programmatic needs.

N. Information Resources Management Office

1. Cooperate with OHS to establish necessary databases and other automation requirements in support of CDC's HSE program.
2. Cooperate with OHS in preparing documents and reports for regulatory and policy compliance.

O. Procurement and Grants Office

1. Support applicable regulatory requirements and CDC's HSE goals and objectives through "Green" procurement practices described in [Executive Order 13148](#) and other appropriate actions.
2. Cooperate with OHS to ensure that contracts comply with CDC HSE policy and other HSE regulatory requirements, and include appropriate HSE language in requirements for all contracts (including maintenance and other service contracts, leases, and other contract activities that impact on HSE operations).

VI. REFERENCES

- A. [Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters](#), 29 C.F.R. Sect. 1960.36-44 (2004).





- B. British Standards Institute (BSI), Occupational Health and Safety Management Systems, Occupational Health and Safety Assessment Series, BSI 18001, London England; 1999.
- C. Gerberding JL. CDC Director and Administrator, ATSDR. [Statement on CDC and ATSDR Health, Safety and the Environment Policy](#)
- D. CDC, OHS. [CDC, Health Safety and Environmental Manual](#). 2001.
- E. [Federal Compliance with Pollution Control Standards](#), Executive Order 12088; Oct 13 1978.
- F. [Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements](#), Executive Order 12856 (Aug 3 1993).
- G. [Federal Facilities Compliance Act of 1992](#), P.L. 102-386, 106 STAT 1505 (Oct 6, 1992).
- H. [Greening the Government through Waste Prevention, Recycling, and Federal Acquisition](#), Executive Order 13101 (Sep 14 1998).
- I. International Standards Organization (ISO), Environmental Management Systems, ISO 14000 (1996).
- J. [Occupational Safety and Health Act of 1970](#), Public Law 91-596, 84 STAT. 1590 (Dec 29, 1970 as amended through Jan 1, 2004).
- K. [Occupational Safety and Health Programs for Federal Employees](#), Executive Order 12196 (Feb 26 1980).

